



DEPARTMENT OF HEALTH AND HUMAN SERVICES
NAVAJO AREA INDIAN HEALTH SERVICE
NORTHERN NAVAJO MEDICAL CENTER

VACANCY ANNOUNCEMENT
SR-02-MPP/ESEP-092

OPENING DATE
10-22-02

CLOSING DATE
11-04-02



POSITION/GRADE/SALARY
Supervisory Pharmacist, GS-660-13
GS-13; \$64,542 per annum
One vacancy (302001)

LOCATION/DUTY STATION
Pharmacy Services
Northern Navajo Medical Center
Shiprock, New Mexico

APPOINTMENT/WORK SCHEDULE:
Permanent Full-time

AREA OF CONSIDERATION:
IHS Area Wide

SUPERVISORY/MANAGERIAL:
Yes may require one-year probation

PROMOTION POTENTIAL:
No known potential

HOUSING:
No housing available

TRAVEL/MOVING EXPENSES:
May be paid for eligible employees

Brief description of duties: Responsible for managing the Pharmacy program for the hospital and for providing direct clinical pharmacy services for inpatients and outpatients. Incumbent provides technical and administrative supervision to 21 staff members comprised of professional and non-professional employees, Pharmacists and Pharmacy Technicians. Incumbent's supervisory responsibilities includes, analyzes work requirements and plans both short and long-range methods for satisfying varying workload levels, priorities, and other service unit objectives. Collaborates with SU department supervisors and department heads to negotiate and coordinate pharmaceutical services and other work related requirements/changes. Devises and implements methods to control and evaluate the quality and effectiveness of work and services provided by subordinate staff. Reviews, approves, modifies, or rejects changes in functions, procedures, personnel assignments, and operating matters proposed by subordinate staff. Reviews and analyzes departmental records, reports and monitors other evidence of work production, expenditures, utilization of resources for the purpose of fund control, i.e., monitors and maintain total operating budget. Direct patient care functions include, direct pharmaceutical services to inpatients and outpatients. Performs other duties as assigned.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC REQUIREMENTS: Successful completion of a 5-year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education. **Additional Experience Requirements:** For GS-13; 52 weeks of professional pharmacy experience equivalent to at least the next lower grade level. **Medical Requirements:** Applicants must be able to distinguish basic colors.

Supervisory or Managerial Abilities: Candidates must have demonstrated in their work experience or training that they possess, or has the potential to develop, the qualities of successful supervision:

- Ability to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different level/areas of training.
- Accomplish the quality and quantity of work expected within set limits of cost and time.
- Plan own work and carry out assignments effectively.
- Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to work.
- Understand and further management goals as these affect day-to-day work operations.
- Develop improvements in or design new work methods and procedures.

Personal Attributes: Candidates must demonstrate all of the following personal qualities:

- Objectively and fairness in judging people on their ability, and situations on the facts and circumstance;
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

SELECTIVE PLACEMENT FACTOR: Each PHS Pharmacist must possess and maintain a current valid, pharmacist's license in a State. Applicants must meet the requirement prior to employment.

CONDITIONS OF EMPLOYMENT: Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area office position, which requires regular work at a Service Unit.

This position is located in a smoke-free environment
We do not accept telfaxed applications/resumes

TIME-IN-GRADE REQUIREMENTS: Candidates apply under the provisions of the merit promotion plan must have completed at least 52 weeks of service at the GS-12 grade level to qualify for the GS-13.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-in-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

*****NOTE***** Refer to OPM Operating Manual Qualification Standards Handbook or IHS Excepted Service Qualification Standards, series GS-660 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Personnel Office. IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive federal service and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian preference. Excepted Service Examining Plan (ESEP) candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees of reinstatement eligible entitled to Indian preference may also apply under these provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with 30% or more compensable service-connected disability).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTIN PRIORITY CONSIDERATION. If you are currently a DHHS employee who has received a Reduction in Force, (RIF) separation notice of a certificate of excepted separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

- Be current DHHS career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
- Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
- Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
- Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
- File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee you may be entitled to received special priority consideration under the ICTAP. To receive this priority consideration you must:

- Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF's separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - Received a specific RIF separation notice; or
 - Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - Retired with a disability and whose disability annuity has been or is being terminated; or
 - Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF" or
 - Retired under the discontinued retirement option; or
 - Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 Title 5 United States Code.
- Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
- Have a current (or last) performance rating of record at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).

- Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letter of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility. The KSAs in your narrative statement will be the principle basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following: (See Supplemental Questionnaire for Definitions).

- Knowledge of pharmaceutical techniques, methods and procedures to effectively plan, organize, conduct and manage a pharmacy program, including knowledge of JCAHO standards and procedures.
- Ability to establish and maintain continuing working relationships.
- Ability to work under pressure.
- Ability to supervise/manage; review, plan, direct and coordinate the work of professional and technical support staff, including knowledge of personnel rules and regulations.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Northern Navajo Medical Center, Personnel Management Branch, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date. **FOR MORE INFORMATION CONTACT:** Bertha Henderson, Human Resources Specialist, (505) 368-6094

- OF-612, Optional Application for Federal Employment; OR 2. SF-171, Application for Federal Government; OR 3. *Resume; OR 4. *Any application format; **PLUS** transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER THE #8(HIGH SCHOOL), #9(COLLEGE AND UNIVERSITIES) AND #10(WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

- Announcement Number, Title, and Grade of the job for which you are applying;
- Full name, Mailing address (with zip code) and Day and Evening Phone Numbers (with Area Code);
- Social Security Number;
- Country of Citizenship;
- Veteran's Preference Certificate, DD-214, indicating Discharge and/or SF-15, if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible.
- Copy of latest SF-50B, Notification of Personnel Action, if current or prior Federal employee.
- Highest Federal civilian grade held (give series and dates held);
- High school-Name, City, State (zip code if known), and date of Diploma or GED.
- Colleges and Universities-Name, City, State (zip code if known), majors, type and year of degree received (if no degree show the total semester or quarter hours earned). Attach copy of transcript.
- Work experience (paid and nonpaid)-Job, title, duties and accomplishments, employer's name and address, supervisor's names(s) and phone number, starting and ending dates (month/year), hours/week, and salary.
- Indicate if we may contact your current supervisor.
- Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
- Supplemental Questionnaire Sheet for Supervisory Pharmacist.
- OF-306, Declaration of Federal Employment (original signature and date required).
- Addendum to Declaration for Federal Employment (Child Care & Indian Child Care Worker Positions).
- Copy of current licensure/certification.

NOTE: "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Responding to "YES" to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

All applicants claiming Indian Preference must submit a copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432 (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA, signed by the appropriate BIA official, OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. NAIHS employees claiming Indian preference need not submit the BIA Form 4432, but must state that such documentation is contained in the Official Personnel Folder.

VETERANS: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

NOTE: Applicants who submit incomplete application will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Indian Preference, Education, Training and/or Experience

COMMISSIONED OFFICERS: Commissioned Corps may indicate an interest in being considered by submitting a resume, Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standards, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian preference and proof of possession of the appropriate license.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in fill vacancies is given to qualified Indian candidates in accordance with the Indian preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: If you are male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based on merit with no discrimination for non-merit reasons such as race, religion, color, gender, sexual orientation, national origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization. Promotion or appointments will not be based on personal relationship or other types of personal favoritism or patronage.

Bertha Henderson 10/21/02
EEO Review/Conference Date

B. Henderson 10/21/02
Personnel Clearance Date

Each application form and document form must be individually identified by this vacancy announcement. All original documents and completed application forms are to be duplicated by the applicant before submission, as **WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED APPLICATION FORMS AND ATTACHMENTS BECOME THE PROPERTY OF THE PERSONNEL OFFICE AND WILL NOT BE RETURNED.**

SUPPLEMENTAL QUESTIONNAIRE
Supervisory Pharmacist, GS-660-13

1. **Knowledge of pharmaceutical techniques, methods and procedures to effectively plan, organize, conduct and manage a pharmacy program, including knowledge of JCAHO standards and procedures.** This is the ability and knowledge to assign, review, and evaluate the work of subordinate staff insuring timely performance of adequate quality and quantity of work, with authority to accept, amend, or reject the work. What in your background shows you possess this knowledge? What was the duration of these activities? Who can verify this information? (Please provide a telephone number.)

2. **Ability to establish and maintain continuing work relationships.** This ability is to establish and maintain continuing working relationships with hospital managers and subordinates. What in your background shows you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number).

3. **Ability to work under pressure.** This is to function effectively under pressures of time and/or handling several tasks at once by efficiently planning and organizing the work and properly determining priorities. What in your background shows you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number).

4. **Ability to supervise/manage; review, plan, direct and coordinate the work of professional and technical support staff, including knowledge of personnel rules and regulations.** This is knowledge of personnel regulations, rules and procedures, and the ability to use this information to objectively review and evaluate all aspects of the work of subordinate employees. What in your background do you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number).

CERTIFICATION

I, CERTIFY, that all of the statements made on my application are true, complete, and correct to the best of my knowledge and belief, and are in good faith.

Signature of Applicant (Sign in ink)

Date

**Addendum to Declaration for Federal Employment
Indian Health Service
Child Care & Indian Child Care Workers Positions
(Child Service and Commissioned Corps Applications)**

Name: _____ Social Security Number: _____
(Please print)

Job Title of Announcement: Supervisory Pharmacist, GS-660-13 Announcement Number: SR-02-DH-093

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal record check for positions in the department of the Health and Human Services that involve regular contact with or control over Indian Children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

To ensure compliance with the above laws, the following questions are added to the Declaration for Federal Employment.

1) Have you ever been arrested for or charged with a crime involving a child? (If YES, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the Police Department or court involved).

Yes No

2) Have you ever been found guilty of, or entered in a pleas of nolo contendere (no contest, or guilty to, any offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against persons? (If YES, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved).

Yes No

FAXED COPIES WILL NOT BE ACCEPTED

Signature, Certificate, and Release of Information

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both, and (2) I have received notice that a criminal check will be conducted. I understand my rights to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Signature (Sign in ink, do not print)

Date signed (Month, Day, Year)